



**SUCCI CLUB
APPLICATION
PACKAGE
2011-2012**

SUCCI Club Certification Application Process

Thank you for taking the time to complete this Club Certification Application. In this package you will find the resources you require to run an effective student interest club, or sport club. This club application includes easy to follow steps that will help you to create an exciting student club.

SUCCI requires that groups of students who desire to function as a certified club at Confederation College provide certain information through a Club Certification Application Process. This requirement is set out in order to protect the best interests of all Confederation College students.

SUCCI will not approve or recognize any Clubs that promote or encourage disrespectful behaviour, discrimination or hate, including special interest groups. All Clubs must adhere to the Confederation College Student Code of Conduct.

Certain privileges are extended to clubs who complete a Club Certification Application and become a Certified Club at Confederation College.

The following is a list of benefits and rights to becoming a SUCCI certified club:

- The right to post within Confederation College building in accordance to the Posting Policy.
- The right to request funds from SUCCI.
- The right to inquire about the use of Confederation College facilities for club events or activities.
- Assistance with promotion of the Club and gather membership.
- The option to place club information and news in the SUCCI Newsletter and on www.succi.com, and the big screen in the Shuniah Student Lounge.
- The option to create displays outside of the Ryan Hall cafeteria or in other Confederation College buildings in order to raise awareness of the club and recruit new members.
- The opportunity for the improvement of skills such as leadership, team building, and management, which help develop your resume and career.
- The opportunity to network and socialize with various Confederation College students and members of the college community.

Steps to becoming a certified club:

- It is necessary to complete the club application and return it to the SUCCI office for consideration. At that time a meeting will be arranged with designated SUCCI Staff (General Interest Clubs – Administrator, Wellness & Diversity; Sport Clubs - Administrator, Campus Recreation) to complete the process.
- All clubs require a minimum active membership of students who agree to attend regular gatherings/meetings/practices or events of the club.
- Membership in the club must be open to any Confederation College student who wishes to join. Scheduled meetings/tryout times must be made public for this purpose.
- All clubs require a minimum 2 person Executive Committee, with the appropriate SUCCI Administrator providing support.
- Clubs may be asked to present their club idea to the SUCCI Board of Directors or Campus Recreation Leadership Council for their information and consideration.
- All clubs are required to submit a year-end report on the activities of the club via email, and a final budget (if necessary) to the SUCCI Administrator for their records.

SUCCI certifies two kinds of clubs:

- A. Sport and Athletic Clubs (Approved through Campus Recreation Leadership Council)
- B. General Interest Clubs (Approved through the SUCCI Board of Directors)

SUCCI will not grant funds for:

- charity and non-profit organizations
- for events unrelated to the club's purpose
- events involving alcohol
- the promotion of a students personal gain
- classes or programs involved in fundraising for field trips, socials, or graduations or other program specific requirements

SUCCI will consider granting funds to Certified Clubs that may assist them with operations of the club and support its purpose. A budget will be created with the assistance of the designated SUCCI Administrator during the completion of this application process.

Deadline for Club Applications:

SUCCI will consider applications for club certification until February 1st, 2012.

- All clubs will be approved on an as received basis. Clubs requiring funding will be approved and granted funding provided they meet the criteria for certification and funding.
- Limited funds are available, applications will be considered on a first come first served basis.

**In order to be considered on an equal basis submission
for funds is required by October 14, 2011.**

SUCCI CERTIFIED CLUB APPLICATION (please return to the SUCCI Office)

Proposed Club : _____

What is the purpose for creating this club? _____

Please Circle A. Sport Club B. General Interest Club

Club Contacts (Two required)

Name	Phone
Student Number	Email
Program	Year
Name	Phone
Student Number	Email
Program	Year

Will you require financial assistance to run your club? Yes No

How often do you intend for your club to meet? _____

Will you require a room or space on campus to meet? Yes No

Do you have or require a Mentor/Coach Yes No

If one is already in place, please provide their name and contact information below

Name	Phone
Email	

Additional information you believe would help us to assist in the certification of your club:

Name _____ Date _____

Name _____ Date _____

Date Received in SUCCI OFFICE _____

